

How Do I Shelter Care

Shelter Care Placements:

Placement of children in shelter care should be documented in eWiSACWIS. Currently all shelter placements documented in eWiSACWIS are non-pay (not paid for via eWiSACWIS). If a county would prefer to pay the Shelter Care service type through eWiSACWIS, then the service type should be established as “Non IV-E.”

The screenshot shows the eWiSACWIS Person Management page for 'Abby. Angel' (ID: 20997). The page has a blue header with the eWiSACWIS logo and navigation links (Print, Spell Check, Help). Below the header is a tabbed interface with tabs for Basic, Additional, AKA Names, Address, Relationship, Kinship/AFCARS, and Background Check. The 'Basic' tab is active, showing fields for Name (ID: 20997, Prefix: [dropdown], First Name: Angel, MI: [dropdown], Last Name: Abby, Suffix: [dropdown], Save as AKA: [checkbox]), Gender (Female), U.S. Citizen (checkbox), SSN (431-55-8512), Birth Date (03/26/1999), Birth Place (text), Death Date (00/00/0000), Commitment#: -, County Person ID (text), Wisconsin Resident (Yes), Primary Language (English), Religion (dropdown), Interpreter Required (checkbox), Marital Status (dropdown), Ethnicity (Primary Race: White, Race: dropdown, Ethnicity: dropdown, Hispanic/Latino: No, Indian Tribe: dropdown, Indian Tribe 2: dropdown, Tribal Reference #: text), and buttons for Save and Close.

Person Management Page>Basic Tab

Step 1 of 7

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

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Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (2): [Search](#)

Child's Guardian (1): [Search](#)

Child was previously Adopted: No **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab

Step 2 of 7

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

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The screenshot shows the 'Create Case Work' interface in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The browser title bar reads 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header features the 'eWISACWIS' logo and navigation links for 'Print', 'Spell Check', 'Help', and a question mark icon.

The main content area is divided into two primary sections:

- Create Case Items:** A list of categories with corresponding icons and dropdown menus:
 - Administration
 - Adoption
 - Assessment
 - Education
 - Eligibility
 - Family Assessment
 - Legal
 - Medical/Mental Health
 - Narrative
 - Ongoing Services
 - Payment
 - Placement: Currently set to 'Out of Home Placement'
 - Planning
 - Safety Assessment
 - Safety Services
 - Strengths and Needs
- Cases:** A list of case names with a scrollbar:
 - Abby, Art
 - Alden, Fred
 - Allen, Sarah
 - Altman, Simon
 - Appleton, Claire
 - Ash, Anna
 - ATestOne, One
 - ATestTwo, One
 - Brinks, Becky
 - Brooks, Brenda
- Case Participants:** A list of participants with a scrollbar:
 - Alice Abby , Reference Person
 - Amy Abby , Biological Child
 - Angel Abby , Biological Child
 - Art Abby , Father
 - Annabel Abby , Biological Child
 - Simon Abby , Biological Child
 - Caitlin Cake , Non-Relative

At the bottom right of the main content area, there are two buttons: 'Create' and 'Close'. The status bar at the bottom of the browser window shows 'Done' and 'Local intranet'.

Create Casework Page

Step 3 of 7

From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Shelter Care

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check REC Help ?

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 04/12/2004 **Placement End Date:** 00/00/0000
Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000
 VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement
☐ This is an Adoptive Placement
[Removal Reasons](#)

Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Service Category: Shelter Care
Service Type: Shelter Care - Non Payment
Placement Status: Shelter

Child Specific Rate: \$0.00
 Current Basic Rate:
 Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: [Supplemental Points](#)
 Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

Options:

Done Local intranet

Placements and Services Page>Service Tab

Step 4 of 7

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Shelter Care.
- In the Service Type field choose the appropriate value.
- In the Placement Status field choose Shelter.

How Do I Shelter Care

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby

Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☒ Yes ☐ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (continued)

Step 4 of 7

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

How Do I Shelter Care

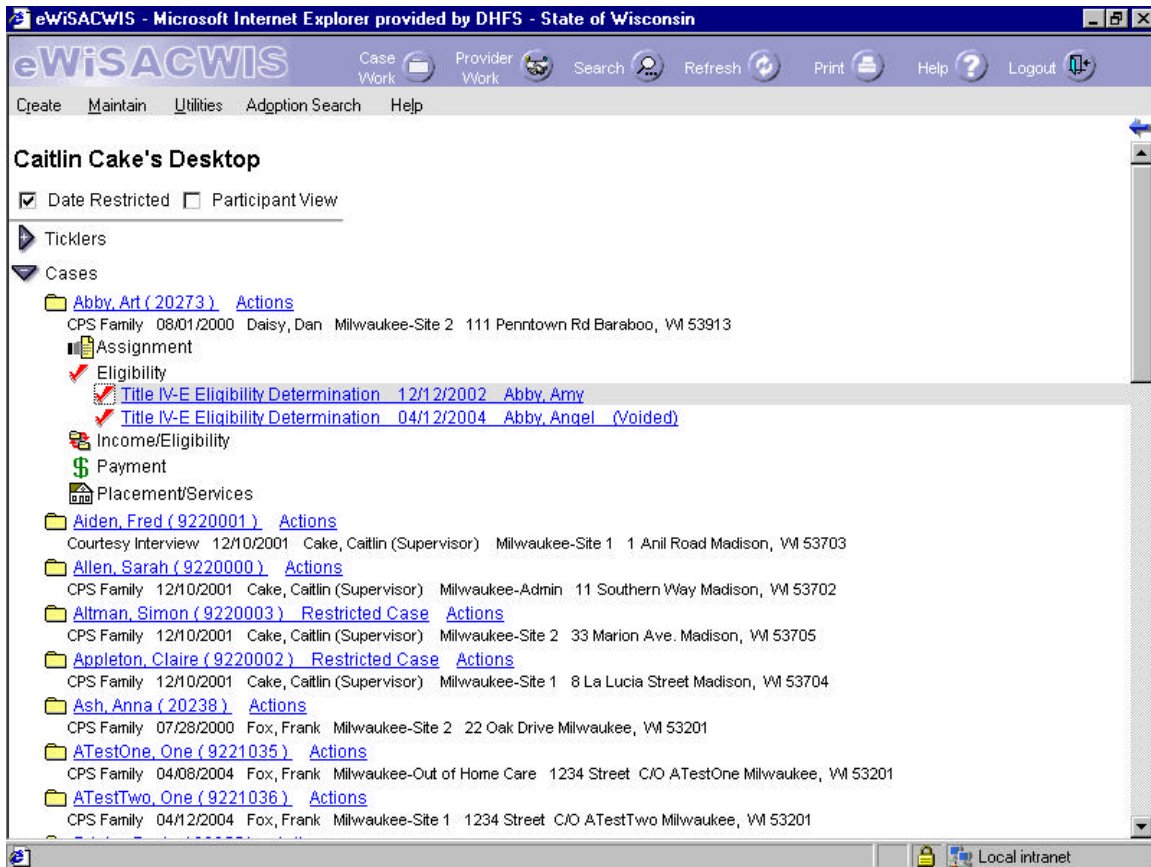
The screenshot shows a web browser window titled "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child", "Service", and "Provider". The "Child" tab is active, showing "Child: Abby, Angel", "Case Name: Abby, Art", and "Request Number:". Below this, the "Provider" tab is selected. The "Provider Information" section includes fields for "Name: AAA Agency" (with a "Search" link), "ID: 20170", "Contact:", "C/O:", "Street: 255 Hoosier Blvd.", "Apt:", "City: Madison", "State: WI", "Zip: 53701", "Country:", "Phone: (608)515-4566", "Ext:", "Fax:", "Alt Phone:", "Alt Ext:", and "Email:". Below this, the "Payment Information" section has "Parent Agency: AAA Agency", "Target Pop: CHIPS - Other" (with a dropdown arrow), and an "Override Parent Agency rule" checkbox. The "Kinship Care" section has "Relationship of Child to Kinship Provider:" with a dropdown arrow. At the bottom left, there is a "Split Payment" link and a "Go" button. At the bottom right, there are "Save" and "Close" buttons. The browser status bar at the bottom shows "Done" and "Local intranet".

Placements and Services Page>Provider Tab

Step 5 of 7

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

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eWiSACWIS Desktop>Eligibility Icon

Step 6 of 7

- From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the out of home placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.

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Eligibility - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Eligibility

Child Name: Abby, Amy Case Name: Abby, Art Title IV-E Removal Date: 12/12/2002

Basic Initial Determination Redeterminations

Referral Information

Referred by: Date Referral Received: 00/00/0000

Demographic Information

DOB: 09/12/1995 Age: 8 If Over 17, Expected Graduation Date: 00/00/0000 ☐ Child Receives SSI

Removal from Home Information

Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement

Petition Date: 12/12/2002 Court Order Date: 12/12/2002

VPA Date: 00/00/0000

Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other

Name: Abby, Alice Relationship to Child: Mother [Search](#)

☐ Did the child reside with any non-household member relatives during the six months prior to the petition?

Name of Relative: Relationship to Child: [Search](#)

☐ Was the child in receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?

Removal Home Address

Street: 111 Penntwon Rd. Apt: City: Baraboo State: WI Zip: 53913

City: Baraboo

Country: United States Home Phone: (555)555-5555 Work Phone: (555)555-5555

Options: Refer to SEU Regional Manager [Go](#) [Save](#) [Close](#)

Done Local intranet

Eligibility Page>Basic Tab

Step 7 of 7

- Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
- Indicate from whose home the child was removed.
- Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
- Indicate the Relationship(s) of the person(s) to the child.
- Indicate whether the child was in receipt of AFDC-MA as described.
- Complete the Removal Home Address information.
- Click Options>Deprivation>Go
- Complete the Deprivation pop-up page and click Continue.
- Click Options>IV-E Referral Form – CFS-2123T>Go
- Complete the CFS-2123T form and click Close and Return to eWiSACWIS.

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- Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
- Click Close on the Eligibility page.

Ending a Placement in eWiSACWIS

Service Ending

End Date: 04/12/2004

End Reason: Placement with Relative

Is the End of This Child Placement a Discharge from All Placements?
☒ Yes ☐ No ☐ N/A

Discharge Reason: Living With Other Relatives

☐ Override

Options: Approval Go Save Close

Options: Placement Ending Go Save Close

Done Local intranet

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select:
Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue

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- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.